



Release Blocked Invoice Online Help Procedure

Purpose

Use this procedure to release a blocked invoice manually.

Trigger

Perform this procedure when a blocked invoice, whether FI or LIV invoice, is free for payment.

Prerequisites

- Purchase Order
- LIV Invoice
- FI Invoice

Menu Path

Use the following menu path(s) to begin this transaction:

- Accounts Payable → Invoice Process → Manage Invoice - FI → Change Invoice
- Accounts Payable → Invoice Process → Manage Invoice - FI → Display Parked Invoice
- Accounts Payable → Invoice Process → Manage Invoice - LIV → Change Invoice
- Accounts Payable → Invoice Process → Manage Invoice - LIV → Display Parked Invoice
- Accounts Payable → Invoice Approval → Manage Invoice - FI → Display Parked Invoice
- Accounts Payable → Invoice Approval → Manage Invoice - LIV → Block Invoice

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



Both the Invoice Processor and Invoice Approver can release blocked invoices (whether FI or LIV) manually. In addition, there are several ways to do so within each role. This OLHP guides users how to release a blocked FI invoice from the Invoice Processor tab.



Release Blocked Invoice Online Help Procedure

Procedure

1. Start the transaction by accessing the **Accounts Payable** tab.

Maintain Bank Master Data - FMMI Portal

The screenshot displays the FMMI Portal interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible. A green navigation bar contains tabs for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Cost Management', 'Funds Management', and 'General Ledger Man'. Below this, a sub-navigation bar includes 'Bank Master Data Maintenance', 'Invoice Process', 'Invoice Approval', 'Payment Process', 'Payment Certification', 'Payment Reversal', and 'Treasury Disburs'. The main content area is titled 'Maintain Bank Master Data' and features a 'Detailed Navigation' sidebar on the left with a 'Maintain Bank Master Data' link. The main area is currently empty, with a 'Portal Favorites' section at the bottom. On the right side of the main area, there are links for 'History', 'Back', and 'Forward'.

2. Click the **Invoice Process** tab **Invoice Process**.



Release Blocked Invoice Online Help Procedure

Down Payment Request - FMMI Portal

The screenshot displays the FMMI Portal interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible on the left, and 'Welcome PracticeLab Two' with 'Help' and 'Log Off' links are on the right. Below this is a navigation bar with tabs for 'Welcome', 'Accounts Payable' (selected), 'Accounts Receivable', 'Cost Management', 'Cost Management', 'Funds Management', and 'General Ledger Man'. Under 'Accounts Payable', there are links for 'Bank Master Data Maintenance', 'Invoice Process' (selected), 'Invoice Approval', 'Payment Process', 'Payment Certification', 'Payment Reversal', and 'Treasury Disburse'. The main content area is titled 'Down Payment Request' and includes a 'History', 'Back' link, and a 'Forward' button. On the left side of the main content area, there is a 'Detailed Navigation' panel with a tree view showing 'Down Payment Request' expanded, containing 'Display Invoice', 'Manage Invoice - FI' (highlighted), and 'Manage Invoice - LIV'. Below this is a 'Portal Favorites' section.

3. Click the **Manage Invoice - FI** business activity link [Manage Invoice - FI](#).



Release Blocked Invoice Online Help Procedure

Enter and Park Invoice - FMMI Portal

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab Two Help Log Off

Accounts Payable Accounts Receivable Cost Management Cost Management Funds Management General Ledger Man

Bank Master Data Maintenance Invoice Process Invoice Approval Payment Process Payment Certification Payment Reversal Treasury Disburse

Enter and Park Invoice | History Back Forward

Park Vendor Invoice: Company Code USDA

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate More...

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Vendor SGL Ind ☐

Inv. recpt date ☒

Invoice date Reference

Posting Date 01/07/2010

Document Type KR (Vendor Invo...) ☐

Amount Calculate tax ☐

Tax Amount

Text

Company Code USDA US Dept of Agriculture Washington, DC

Agency Loc Cd

0 Items (Screen Variant : EnjoyFMMI)

St.	G/L acct	Short Text	D/C	Amount in doc. curr.	Assignment no.
			Debit		
			Debit		
			Debit		
			Debit		

4. Click the **Change Invoice** task link [Change Invoice](#).



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Change Invoice - FMMI Portal

5. As required, complete/review the following fields:

Field	R/O/C	Description
Doc. Number	R	Number which uniquely identifies an invoice document. Example: 1900004239
Fiscal Year	O	The fiscal year the referenced document was parked or created. Example: 2010

6. Press the **Return** key.



Release Blocked Invoice Online Help Procedure

Change Invoice - FMMI Portal

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab Two Help Log Off

Welcome **Accounts Payable** Accounts Receivable Cost Management Cost Management Funds Management General Ledger Man

Bank Master Data Maintenance Invoice Process Invoice Approval Payment Process Payment Certification Payment Reversal Treasury Disburse

Change Invoice | History Back Forward

Edit Parked Vendor Invoice 1900004239 USDA 2010

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

Vendor 1600009290 SGL Ind

Inv. recpt date 12/29/2009

Invoice date 12/28/2009 Reference SB111585

Posting Date 12/30/2009

Document Type KR (Vendor Invoic... DocumentNo 1900004239

Amount 1,000.00 USD Calculate tax

Tax Amount

Text

Paymt terms 30 Days net

Baseline Date 12/28/2009

Vendor Address
ADAM TECHNOLOGY
ABN 26-009-139-922
CLOVERDALE WA 6985
AUSTRALIA
999-999-9999
Bank data: not available Ols

1 Items (Screen Variant : EnjoyFMMI)

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✓	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit		
			Debit		
			Debit		
			Debit		

Icons: [Printer] [PDF] [Excel] [Print] [Close] [Back] [Forward] [Help] [Search] [Filter] [Sort] [Zoom] [Fullscreen]

7. Click the **Payment** tab **Payment**



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Change Invoice - FMMI Portal

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab Two Help Log Off

Welcome **Accounts Payable** Accounts Receivable Cost Management Cost Management Funds Management General Ledger Man

Bank Master Data Maintenance Invoice Process Invoice Approval Payment Process Payment Certification Payment Reversal Treasury Disburse

Change Invoice | History Back Forward

Edit Parked Vendor Invoice 1900004239 USDA 2010

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

BaselineDt 12/28/2009 Payt Terms PP30 30 Days
Due on 01/27/2010 Days
CashDiscnt USD Days net
Disc.base USD To be calculdt Fixed
Pmnt Method Pmnt Meth.Sup. 12 Pmnt Block Blocked for pay...
Inv.ref.
Part. Bank House Bank /

Vendor
Address
ADAM TECHNOLOGY
ABN 26-009-139-922
CLOVERDALE WA 6985
AUSTRALIA
999-999-9999
Bank data: not available

1 Items (Screen Variant : EnjoyFMMI)

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✓	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit		
			Debit		
			Debit		
			Debit		

8. Click the **Pmnt Block** combo box **Blocked for pay...**



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Change Invoice - FMMI Portal

9. Click the **Free for payment** option **Free for payment**.

10. Perform one of the following:

If the invoice is...	Then
Incomplete and needs further investigation	Click the Saved parked document button
Complete and ready for review	Click the Save as completed button



Both options park an invoice and the Invoice Approver can review and post from either of these designated statuses.



Depending on the computer resolution, "Save as completed" may appear as a button or under the "More" drop down menu.



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Change Invoice - FMMI Portal

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab Two Help Log Off

Welcome **Accounts Payable** Accounts Receivable Cost Management Cost Management Funds Management General Ledger Man

Bank Master Data Maintenance Invoice Process Invoice Approval Payment Process Payment Certification Payment Reversal Treasury Disburse

Change Invoice | History [Back](#) Forward

Change Parked Document: Initial Screen

Menu Back Exit Cancel System Document list Editing Options

Key for Parking

Company Code	USDA
Doc. Number	1900004239
Fiscal Year	2010

Preliminarily posted document 1900004239 USDA was changed

11. The transaction has been completed successfully. End of procedure.



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Comments

Refer to the following additional materials.

- Block Invoice